

ARCHITECTURAL DESIGNER II

PURPOSE: Under the direction of the Architectural Project Manager or Architect III, an Architectural Designer II prepares and/or coordinates with consultants in the preparation of architectural designs, construction documents, and construction administration services for interior remodeling and exterior restoration projects, including projecting cost estimates, maintaining time schedules, and ensuring quality control.

ESSENTIAL FUNCTIONS

- ❖ For building construction/restoration and alteration/remodeling work:
 - Prepare architectural designs and construction documents and coordinate with other design disciplines (consultants and/or City staff) on their portions of projects. The architectural design portion includes identifying and recording existing building conditions, developing a design program, and creating schematic design and design development drawings.
 - Coordinate and review consultants' preparation of architectural designs and construction documents.
 - Provide construction administration services, which include reviewing shop drawings, attending project meetings, making field inspections, and closing out projects to assure compliance with the intent of the design and construction documents.
 - Coordinate and monitor consultants' construction administration services.
 - Prepare and/or review consultants' project cost estimates and time schedules and monitor project costs, schedules, and quality control.
- ❖ Perform other related duties as assigned.

MINIMUM REQUIREMENTS

1. Professional Bachelors Degree in Architecture OR a Bachelor of Science in Architectural Studies (B.S.A.S.). Degree.
2. At least two years of professional architectural projects experience.
3. At least two years of general computer and CADD experience.
4. A valid Driver's License at time of appointment and throughout employment (enter Driver's License number on front of application).
5. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- An Architect's license in the State of Wisconsin is highly desirable.

KNOWLEDGE, SKILLS, AND ABILITIES

The knowledge, skills, and abilities required of the person in this position include but are not limited to the following:

- Good organizational skills.
- Good leadership skills and the ability to delegate responsibilities.
- Ability to deal tactfully with City personnel and the general public.
- Ability to do project field inspection, including climbing on ladders or scaffolding for above and below grade conditions.

THE CURRENT SALARY RANGE (626) IS: \$52,083 to \$62,117 annually